



Offices Located in:

Ivanhoe, MN • 507-694-1452 Slayton, MN • 507-836-6144
Pipestone, MN • 507-825-6720 Luverne, MN • 507-283-5070
Marshall, MN • Human Services 507-537-6747 • Health Services 507-537-6713
Redwood Falls, MN • Human Services 507-637-4050 • Health Services 507-637-4041

**Southwest Health and Human Services
Waiver Review Follow-up
Corrective Action Plan
January 31, 2014**

1. Waiver Review Requirement:

Beginning immediately, ensure that each participant's case file includes signed documentation that participant has been informed of the lead agency's Data Privacy Practices in accordance with HIPAA and Minnesota Statutes.

Corrective Action Plan:

All waiver participant cases files will have county Data Privacy Practices documents in accordance with HIPAA each time an assessment is completed. Compliance will be evidenced with the participant's receipt of the information and signature and date on the comprehensive signature sheet included within the care plan. This will be monitored through random review of cases by peers and/or supervisors.

2. Waiver Review Requirement:

Beginning immediately, ensure that each participant's case file includes signed documentation that the participant has been informed of his/her Right to Appeal on an annual basis.

Corrective Action Plan:

All waiver participants will be asked annually to sign and date documentation that they were provided information regarding their Right to Appeal, and this documentation will be in each participant's case file.

3. Waiver Review Requirement:

Beginning immediately, ensure that each working-age participant's case file includes documentation that vocational skills and abilities have been assessed.

Corrective Action Plan:

Agency case managers will make vocational rehabilitation referrals on a regular basis, will review and assess individual vocational service planning, and document this in the care plan.

4. Waiver Review Requirement:

Beginning immediately, ensure that LTC Screenings for CCB programs occur within 20 days of referral.

Corrective Action Plan:

Southwest Health and Human Services will complete 80% of all LTC screenings within 20 calendar days from the date of the referral. If the assessment is delayed due to a participant's choice, the assessor will document this in case dictation. Supervisors will complete a random sampling of cases on a quarterly basis to ensure compliance.

5. Waiver Review Requirement:

Beginning immediately, ensures that case files include a completed CAC application and Reassessment Support Plan that is signed and dated within the past year.

Corrective Action Plan:

SWHHS will now require that the participant and/or their representative obtain the primary care physician's signature on the CAC application to ensure eligibility based on the level of care needed. SWHHS will open a CAC case upon receipt of the form.

6. Waiver Review Requirement:

Beginning immediately, ensure that all participants have an Individual Care Plan that is signed and dated by the appropriate parties within the past year included in their case file

Corrective Action Plan:

Staff have been reminded of the importance of timely assessment visits as well as completed care plans being present in the file. Staff will closely monitor the yearly reassessment dates along with care plan due dates. Staff will attempt to arrange visits within 20 days prior to the annual due date to accommodate for scheduling issues and to allow time for signatures.

7. Waiver Review Requirement:

Beginning immediately, ensure that all participants have an Individual Care Plan that is current within the past year included in their case file.

Corrective Action Plan:

Staff have been reminded of the importance of timely assessment visits as well as completed care plans being present in the file. Staff will closely monitor the yearly reassessment dates along with care plan due dates. Staff will attempt to arrange visits within 20 days prior to the annual due date to accommodate for scheduling issues and to allow time for signatures.